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14 MAR 1984

MEMORANDUM FOR: Deputy Director for Administration

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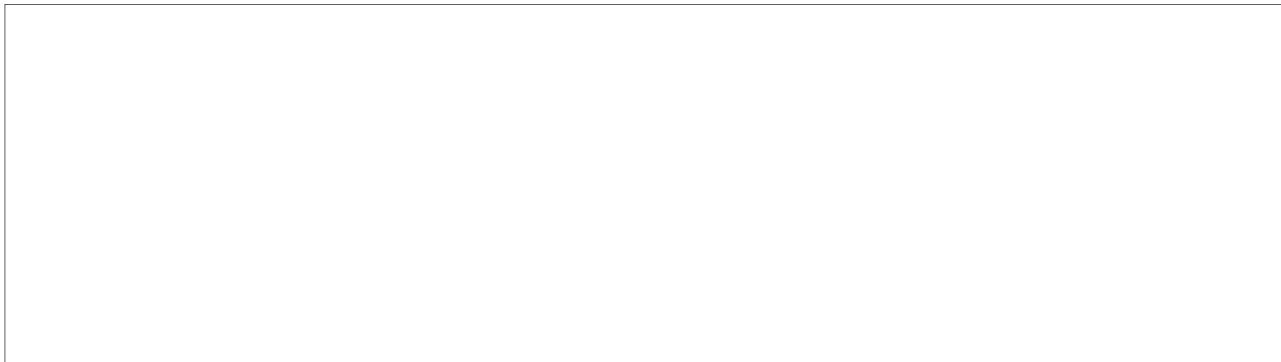
Director of Information Services

SUBJECT: OIS Weekly Report (7-13 March 1984)

## A. PROGRESS ON ACTION ITEMS

25X1 1. Anticipating enactment of an FOIA relief bill, we have begun a series of meetings to deal with the many aspects of implementation. On 13 March the Director of Information Services chaired a meeting of senior representatives from the Directorates to bring them up to date on the pending legislation.  (OLL) discussed the latest House of Representatives version drafted on 8 March and compared its major provisions with the version before the Senate. He pointed out the limitations on the provisions for judicial review contained in the bills to protect the Agency from litigation impinging on sources and methods. Although final passage is still several months away, D/OIS emphasized the importance of developing proper procedures for identifying and designating operational files to be exempt from search and review as provided for in the draft legislation. He has scheduled another meeting for 19 March to pursue the subject.

2. On 14 March, D/OIS chaired a meeting on the accessioning of OSS documents to NARS. Attending were representatives of the History Staff, IMS/DO, Public Affairs, and OIS. The procedures and timing were discussed. An alert cable will be sent to the field notifying appropriate foreign liaison services of the pending action. Representatives of the Agency will visit NARS on 15 March to arrange for

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? the formal accessioning of the 198 cubic feet of OSS records temporarily stored at there. Once the Memorandum of Understanding (as planned in an earlier meeting with NARS, see OIS Weekly dated 7 March) is approved by all parties, accessioning of the records will begin. There are approximately 2,800 cubic feet of records and, once begun, accessioning is expected to take approximately one year.

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B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. A representative of the Records Management Division (RMD) met with the EO/DDA and DA/RMO to discuss the upcoming survey of the DDA Registry. The DDA Registry's workload has increased to the point that backlogs occur. When the survey is completed, the findings and recommendations will be provided to the EO/DDA.

2. A representative of RMD met with Chief, OC/OL Information Management Center (IMC) to discuss the impact an automated message handling system will have on its workload. The system will allow IMC to receive and transmit cables electronically rather than depending on courier service. It appears that additional manpower may be necessary to operate the equipment and to perform internal cable dissemination functions.

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3. Two representatives from RMD toured two DO Automated Information Dissemination (AID) Centers. The purpose was to compare the functions of a DO "consolidated registry" with those envisioned for the new Information Services Centers (ISCs) we are planning for Ames Building and the new Headquarters Building. The primary function of a DO/AID Center is the distribution of cable traffic. The new ISCs will provide a much wider range of registry services.

4. Representatives of RMD met with FBIS Registry representatives to discuss their current need for an interim automated system and their plans regarding future participation in TRIS. It was determined they have valid requirements for both an interim automated system (CARS) and, later, TRIS. They will coordinate future plans with the Requirements and Evaluation Unit of RMD.

#### C. SCHEDULED EVENTS

The Information Security Oversight Office and RMD representatives will be conducting an inspection of the Office of Communications and the Intelligence Community Staff information security programs on 15 March 1984.

Attachment:  
As stated

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